SPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	ommand: Division:			
Central Division	Central	8		
Evaluated by: Sergeant Scott Goddard, 15220		Date: 07/07/2009		
Assisted by: AGPA, Pat Heintz, 10585		Date: 07/07/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE	OF	INSPECTION		Lead Inspe	ector's Signati	ure;		
	Di	vision Level	⊠ Command Level		C. 6	300	D	
	Of	fice of Inspections	☐ Voluntary Self-Inspection				7	The state of the s
	F	ollow-up Required:	☐ Follow-Up Inspection	Commande	er's Signature	2:		Date:
		☐ Yes	BY:	1	74	and the state of the last	and analysis and and analysis analysis and a	07/13/2009
For applicable policies, refer to HPM 11.1, Chapter 6.								
Not	e:	If a "No" or "N/A" box is che	ecked, the "Remarks" section	shall be ut	ilized for e	xplanation		· · · · · · · · · · · · · · · · · · ·
	1.	Prior to the performance of contracting party informed services, departmental education policy?	d of the rates charged for	⊠ Yes	□ No	□ N/A	Remarks:	
	Does the billing rate include mileage and other expenses such as uniform or equipment damage?			⊠ Yes	□No	□ N/A	Remarks: De equipment d	oes not include uniform or amage.
	3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?			⊠ Yes	□No	□ N/A	Remarks:	
	Is the billing code documented on the Reimbursable Services Billing Memorandum?				☐ No	□ N/A	Remarks:	
	5.	assigned to the detail if the less than 24 hours prior to	e cancellation notification is the scheduled service?	⊠ Yes	☐ No	□ N/A	Remarks:	
	6.	Is a minimum payment of when employee(s) could r cancellation of their service	not be notified of the e(s)?	⊠ Yes	□ No	□ N/A	Remarks:	
	7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?		⊠ Yes	□No	□ N/A	Remarks:		
8	8.	Are written requests for sp the appropriate command	ecific services directed to	⊠ Yes	□No	□ N/A	Remarks:	
Ś	9.	Are traffic control services approved by Division?	less than \$50,000	⊠ Yes	□No	□ N/A	Remarks:	
	10.		estimated to be \$50,000 or ce of the Commissioner?	⊠ Yes	☐ No	□ N/A	Remarks:	
· ·	11.		ve services approved by the	⊠ Yes	 ☐ No	□ N/A	Remarks:	

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COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance de	posits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?		□No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?		□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		□No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	⊠ No	□ N/A	Remarks: Sent separately w/in five days of event.
Questions 18 through 31 pertain to the preparation of agree	ements.			
18. Is a CHP 466 maintained?		□No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	☐ No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?		□No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?		☐ No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□ No	□ N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks: When appropriate

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COMMAND REIMBURSABLE SERVICES

30	 Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect? 	⊠ Yes	□No	□ N/A	Remarks:
	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Quest	ions 32 through 38 pertain to training agreement pro	ocedures a	nd reporti	ng for se	rvices provided.
32	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks:
33	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□No	⊠ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	⊠ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	☐ No	⊠ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	☐ No	⊠ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks:
	Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks:
Questi	ons 39 through 52 pertain to extraordinary protectiv projects.	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	⊠ Yes	☐ No	□ N/A	Remarks:
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

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47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	to 🛛 Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved be Division and forwarded to FMS by the 30 th of the month?	the X Yes	□ No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overti report(s) when there are reimbursable nonunit personnel hours?		☐ No	□ N/A	Remarks:
50. Is an amendment of service agreement requestions prior to the fund being depleted, and if necess the service discontinued?		□No	⊠ N/A	Remarks:
51. Are all payments made directly to FMS?	☐ Yes	⊠ No	□ N/A	Remarks: Received and forwarded to FMS immediately
52. Does the command require delinquent compar pay outstanding invoices in full prior to providir future services?		□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

FXCEPTIONS DOCUMENT

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Command:	Division:	Chapter: 8
Central Division	Central	Reimbursable Services
Inspected by:		Date:
Sergeant Scott Go	ddard, 15220	07/07/2009

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the nex cument innovative pro-				
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection: 2.0 hours		☐ Corrective Action Plan Included ☐ Attachments Included			
Follow-up Required:	Forwa	rd to:					
☐ Yes	Due D	ate:					
Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None identified. Command Suggestions for Statewide Improvement: one identified.							
Inspector's Findings:							
Central Division is currently in compliance with Department policy regarding reimbursable services.							
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)							

COMMAND INSPECTION PROGRAM FXCEPTIONS DOCUMENT

Central Division	Central	Reimbursable Services
Inspected by:	Date:	
Sergeant Scott Go	07/07/2009	

Chapter: 8

Division:

age 2 of 2

Inspector's Comments: etc.)	: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
N/A	
Required Action	
Corrective Action Plan/	Timeline

Command:

N/A

	1-1/	
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE /
the reviewer.	~ 191	1,11,9
(See HPM 9.1, Chapter 8 for appeal procedures.)	10	7/14/0/
	INSPEOTOR'S SIGNATURE	DATE!
	S. Gall	7/8/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee ☐ Concur ☐ Do not concur	Mallan	7-16-02

Memorandum

Date:

June 3, 2009

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Bakersfield Area

File No.:

401:/I/Exec/11849.Doc

Subject:

SECOND QUARTER COMMAND REIMBURSABLE SERVICES

INSPECTION

Attached is Bakersfield Area's mandatory Command Reimbursable Services Inspection. The mandatory Exceptions Document is also attached. There were no discrepancies found and Bakersfield Area is complying with all departmental policies pertaining to reimbursable services.

Commander

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

Command: Bakersfield	Division: CENTRAL	Number: 420
Evaluated by: L. LOGAN, SG		Date: 06/3/2009
Assisted by: OFFICER D. DRUMMOND		Date: 06/3/2009

□ N/A

N/A

Remarks:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. TYPE OF INSPECTION Lead Inspector's Signature: Division Level Office of Inspections ☐ Voluntary Self-Inspection Follow-up Required: Commander's Signature: Follow-Up Inspection Date: Yes ⊠ No BY:_ For applicable policies, refer to HPM 11.1, Chapter 6. 6-3-09 Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Prior to the performance of services, is the contracting party informed of the rates charged for ⊠ Yes Remarks: □ No □ N/A services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other expenses such as uniform or equipment damage? □ No Remarks: N/A 3. When a safety service is provided to another state agency, is the agency's five-digit billing code ⊠ Yes Remarks: ☐ No □ N/A obtained? 4. Is the billing code documented on the Reimbursable Services Billing Memorandum? ☐ No □ N/A Remarks: 5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is X Yes Remarks: □ No □ N/A less than 24 hours prior to the scheduled service? Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the ⊠ Yes Remarks: ☐ No □ N/A cancellation of their service(s)? Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local ✓ Yes Remarks: ΠNo requirements, and other pertinent information made □ N/A available to inquiring parties? Are written requests for specific services directed to the appropriate command? ☐ No Remarks: \Box N/A 9. Are traffic control services less than \$50,000 approved by Division? Remarks: ☐ No 10. Are traffic control services estimated to be \$50,000 or ☐ N/A more approved by the Office of the Commissioner? ⊠ Yes ☐ No Remarks:

⊠ Yes

☐ No

11. Are extraordinary protective services approved by the

Assistant Commissioner, Field?

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Questions 12 through 17 pertain to collecting advance d	eposits.	ALC PONTER		S. J. S. College St. A. S. College St. Martinet St. Co.
12. Is a Reimbursable Services Agreement (RSA) log				
number requested from Division for every contract?	M			Domarka
13. Is a CHP 465 form completed in accordance with		☐ No	□ N/A	Remarks:
policy?			[-7 AL/A	Remarks:
14. Are advance payments collected from the contracting	1 165	☐ No	☐ N/A	Nomarko.
=== CUITPAITY DITOR TO THE START OF THE SERVICE?		☐ No	□ N/A	Remarks: For non-government clients
 Is a CHP 251 prepared and mailed to the contracting 	2	1 110		G THE STATE OF THE
Company upon receipt of advance payments?		☐ No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal				
Management Section upon completion of the contractual service(s)?		☐ No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly				
CHP 230, and if applicable, a CHP 169?				Domestic
estions 18 through 31 pertain to the preparation of agr	☐ ☐ Yes	∐ No	_ □ N/A	Remarks:
	eements.			A Comment of the Comm
18. Is a CHP 466 maintained?	AND THE STREET, MAIN	A Participation of the San Control	20-20-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	
10 De 200	⊠ Yes	□No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote				
reimbursable services, followed by two digit fiscal		☐ No	□ N/A	Remarks:
year, three digit location code, and a sequential number for each agreement?				1
20. Is the CHP 466 closed out at the end of each fiscal				
year with a new log implemented on July 1 beginning	N V			Remarks:
with the sequential number 0012	☐ Yes	☐ No	□ N/A	Remarks.
21. Are all sequential numbers accounted for when				
reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing	27 103	LINO	LINA	
iviernorandums reconciled?	Yes	⊠ No	□ N/A	Remarks:
3. Is the original RSA signed and filed at Area?		23 110	1 11/1/	
24 Daga the		☐ No	□ N/A	Remarks:
4. Does the command proceed with all RSA				
arrangements, and if needed, ensure the requestor	⊠ Yes	☐ No	□ N/A	Remarks:
has obtained the necessary right-of-way, clearances, and permits?	1 1			
5. Is the indemnification clause included in the				
agreement when requested?		E∃ Ala	57.114	Remarks: No such cases
6. Is the inclusion of the indemnification clause	Yes	☐ No	⊠ N/A	Tremarks. No such cases
approved by the Department of General Services	☐ Yes	☐ No	M NI/A	Remarks:
Office of Legal Services?	100	[] NO	⊠ N/A	, territori
7. If the service is over \$50,000 per occasion, is a				
Che / or prepared and submitted to Contract	⊠ Yes	☐ No	□ N/A	Remarks:
Services Unit?				
B. Is a copy of the resolution, order, motion, or				
ordinance of the local governing body obtained when	Yes	☐ No	⊠ N/A	Remarks: No such cases,
one of the contracting parties is a county, city, district, or other local public body?				ļ.
Are dignitary protection services referred to the Office				
of Dignitary Protection?	N			Domestro
- July Coulons		☐ No	□ N/A	Remarks:

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CHAPTER 8
COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 407		7	1	
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	☐ No	□ N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	1	□ N/A	Remarks:
Questions 32 through 38 pertain to training agreement pr	ocedures	and repor	ting for se	ervices provided.
32. Is a CHP 230 prepared by the contracting party when	100 (100) 200 (100) (100)	SHOP PARENCE	9454160 3843	
rees are collected on the day of the training session?	Yes	□ No	⊠ N/A	Remarks: Area has no reimbursable training agreements.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	Yes	□No	⊠ N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	□Yes	□No	⊠ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□ No	⊠ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?		□No	⊠ N/A	Remarks:
38. Are outstanding items being inspected and resolved?		□No	⊠ N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective special projects.	re services	and repo	rt of over	time hours for reimbursable 🖟
39. Is a copy of the CHP 467 and CHP 465 submitted to	STORY OF THE SE			
FMS upon completion of extraordinary protective services?	⊠ Yes	□ No	□ N/A	Remarks:
40. Is a reimbursable special project code obtained on every contractual service?	⊠Yes	□No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	☐ No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	П No	□ N/A	Remarks:

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CHAPTER 8

47	7. Are all COZEEP/MAZEEP reports forwarded to	T		T	
	Division by the 15" of the month?	⊠ Yes	☐ No	□ N/A	Remarks:
	3. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□ No	□ N/A	Remarks: Division responsibility
	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	☐ No	□ N/A	Remarks:
50	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks:
	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	☐ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: Bakersfield	Division: Central	Chapter:
Inspected by: L. Logan, Sgt.		Date: 6/3/09

TYPE OF INSPECTION Division Level Command Level		Total hours expeninspection:		Corrective Action Plan Included
☐ Executive Office Level		4		Attachments Included
Follow-up Required: ☐ Yes ☑ No	Forwar Due Da			
Chapter Inspection: 8 (Communication) Inspector's Communication Regard				
None.		2	es.	
Command Suggestions for St	atewid	e Improvement:		
Inspector's Findings:				
				rtaining to reimbursable contracts.
Commander's Response: 🖂 (Concur	or Do Not Co	oncur (Do Not C	oncur shall document basis for response)
		£		
				, findings revised, findings unchanged,

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: Bakersfield	Division: Central	Chapter;
Inspected by: L. Logan, Sgt.		Date: 6/3/09

Required Action	
Corrective Action Plan/Timeline	

Employee would like to discuss this report with the reviewer.	λ	DATE
(See HPM 9.1, Chapter 8 for appeal procedures	i) that 6 he	6-3-09
	INSPECTOR'S SIGNATURE	DATE 6/3/09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
Concur Do not concur		

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Grapevine I. F.	Central	8
Evaluated by:		Date:
Sgt. S. Crosswhite		06/16/2009
Assisted by:		Date:
Lt. S. A. Netzer		06/16/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ector's Signat	ure:			
☐ Division Level ☐ Command	Level	1					
☐ Office of Inspections ☐ Voluntary S	elf-Inspection	8	not w	H			
Follow-up Required:	p Inspection	Commander's Signature: Date: 06/16/				Date: 06/16/6	19
For applicable policies, refer to HPM 11.1, (
Note: If a "No" or "N/A" box is checked, the "Rei	marks" section	shall be ut	ilized for e	xplanation		rational Annual	
Prior to the performance of services, is to contracting party informed of the rates conservices, departmental equipment usage cancellation policy?	harged for e, and	⊠ Yes	☐ No	□ N/A	Remarks:		
Does the billing rate include mileage and expenses such as uniform or equipment	damage?	⊠ Yes	□No	□ N/A	Remarks:		
When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		⊠ Yes	□No	□ N/A	Remarks:		
Is the billing code documented on the Reimbursable Services Billing Memorandum?		⊠ Yes	□No	□ N/A	Remarks:		
 Is \$50 charged for each CHP uniformed assigned to the detail if the cancellation is less than 24 hours prior to the scheduled 	notification is service?	⊠ Yes	☐ No	□ N/A	Remarks:		
6. Is a minimum payment of 4 hours overtine when employee(s) could not be notified of cancellation of their service(s)?	ne charged of the	⊠ Yes	□No	□ N/A	Remarks:		
7. Is information regarding the procedures t necessary right-of-way clearances or per requirements, and other pertinent informa available to inquiring parties?	mits, local ation made	⊠ Yes	□ No	□ N/A	Remarks:		
8. Are written requests for specific services the appropriate command?		⊠ Yes	☐ No	□ N/A	Remarks:		
Are traffic control services less than \$50,0 approved by Division?		⊠ Yes	□No	□ N/A	Remarks:		
 Are traffic control services estimated to be more approved by the Office of the Comm 	nissioner?	⊠ Yes	□No	□ N/A	Remarks:		
11. Are extraordinary protective services appr Assistant Commissioner, Field?	oved by the	☐ Yes	□No	□ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance de	eposits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	☐ No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?		☐ No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agr	eements.			
18. Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	☐ No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□ No	□ N/A	Remarks:
Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	☐ No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?		☐ No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	⊠ Yes	☐ No	□ N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	☐ No	□ N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	☐ No	□ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	☐ No	□ N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	☐ No	□ N/A	Remarks:
Questions 32 through 38 pertain to training agreement p	rocedures	and report	ing for se	rvices provided.
32. Is a CHP 230 prepared by the contracting party when	n T	9 Tall Market Fig.		
fees are collected on the day of the training session?	y ⊠ Yes	□No	□ N/A	Remarks:
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?		□ No	□ N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	☐ No	□ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	∑ Yes	□No	□ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	☐ No	□ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	e 🛭 Yes	□No	□ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	⊠ Yes	☐ No	□ N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protecti special projects.	ve services	and repo	rt of over	time hours for reimbursable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	⊠ Yes	☐ No	□ N/A	Remarks:
40. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?		□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEER/MAZEER)?	M Yes	□ No	Π Ν/Δ	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	☐ No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks:
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	☐ No	□ N/A	Remarks:

*Note:

Area has not been contacted or completed a reimbursable service contract in excessive of two years.

Area supervisors and management are fully aware of all requirements outlined in Chapter 8.

COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Grapevine I. F.	Central	8
Inspected by:		Date:
Sgt. S. Crosswhite	е	06/16/2009

Page 1 of 2				
INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	Inspecti docum	ion number. Under "Forv ent shall be utilized to do	vard to:" enter the no cument innovative p	fill in the blanks as indicated. Enter the chapter ext level of command where the document practices, suggestions for statewide be used if additional space is required.
TYPE OF INSPECTION Division Level Command L Executive Office Level	_evel	Total hours expende inspection: 2 hour		☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ⊠ No		rd to: Central Division ate: 06/30/2009		
Chapter Inspection: Inspector's Comments Regarding Innovative Practices:				
None.				
Command Suggestions for St	atewid	le Improvement:		
None.				
Inspector's Findings:				
None. Area has not been contacted or completed a reimbursable service contract in over two years.				
Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)				
		ā		

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:	
Grapevine I. F.	Central	8	- 1
Inspected by:	*	Date:	
Sgt. S. Crosswhite	Э	06/16/2009	

Required Action	。 1970年的第三人称单位是1950年的第三人称单位的第三人称单位的第三人称单位的第三人称单位的第三人称单位的第三人称单位的第三人称单位的第三人称单位的第三人称单位的
Corrective Action Plan/Timeline	

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	06/16/09
	A Crushwhi	OG /16/09
☐ Reviewer discussed this report with employee☐ Concur☐ Do not concur	REVIEWER'S SIGNATURE,	06/16/09

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page	1	of	3
		U	$\overline{}$

Command: Buttonwillow	Division: Central	Chapter 8
Inspected by:		Date: 06/18/09
Sam Arrington		

number of the inspection in the Chapter	r Inspecti s docum	Check appropriate boxes as necessary, or foon number. Under "Forward to:" enter the neart shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide	
TYPE OF INSPECTION Division Level Command L Executive Office Level	_evel	Total hours expended on the inspection: 4	☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Required:	Divisio	11967124		
Chapter Inspection:				
Inspector's Comments Regarding Innovative Practices:				
Command Suggestions for Statewide Improvement:				
Inspector's Findings:				
This exception document covers Chapter 8 Command Reimbursable Services and Command DUI Cost Recovery. Both Area's programs are well documented.				
Commander's Response: 🗵 Concur or 🗌 Do Not Concur (Do Not Concur shall document basis for response)				

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command:	Division: Central	Chapter 8
Buttonwillow		
Inspected by:		Date: 06/18/09
Sam Arrington		

Required Action	THE STATE STREET, THE PROPERTY OF THE PROPERTY
Town or the latest constraint on the latest constraint of the latest constraint of the latest constraint on the latest constraint on the latest constraint on the latest constraint of the latest constraint on the latest co	
Corrective Action Plan/Timeline	The second secon

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 06/18/09
	INSPECTOR'S SIGNATURE S. ARRINGTON	DATE 06/18/09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

Command:	Division: Central	Number: 426	
Buttonwillow			
Evaluated by:		Date:	3003
Sam Arrington		06/18/09	
Assisted by:		Date: 06/18/09	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

THE OF HISPITATION	Lead Insp	ector's Signa	ture:	
TYPE OF INSPECTION		. A)
☐ Division Level ☐ Command Level		S. ARLI	NQ10	\sim
☐ Office of Inspections ☐ Voluntary Self-Inspection				
Follow-up Required:	Command	ler's Signatur	e:	Date: 06/18/09
		MM		
BY:		Loke	I	
For applicable policies, refer to HPM 11.1, Chapter 6.		****		
NoteNina.No.onUN/ANboxIstchecked/Ine/Premarks/section	nishallibelu	tilizediforie	xplanation	
 Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy? 	X Yes	□ No	□ N/A	Remarks:
Does the billing rate include mileage and other expenses such as uniform or equipment damage?	Yes	□No	⊠ N/A	Remarks: Handled by HQ
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	☐ Yes	□No	⊠ N/A	Remarks: Handled by HQ
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?		□No	□ N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?		区 No	□ N/A	Remarks: They are charged 4 hours call back time
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	⊠ Yes	□No	□ N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	X Yes	□ No	□ N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	ĭ Yes	□No	□ N/A	Remarks:
Are traffic control services less than \$50,000 approved by Division?	✓Yes	□No	□ N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	∑ Yes	□ No	□ N/A	Remarks:
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	☐ Yes	□No	⊠ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

Market in the state of the first of the control of the control of the control of	eposilis.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?		☐ No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	∑ Yes	□ No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	y ☑ Yes	□ No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	🗓 Yes	□ No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	✓ Yes	□No	│ □ N/A	Remarks:
igasion differacing of matter (is depond) the profession	eemenis.			
18. Is a CHP 466 maintained?	下 Yes	☐ No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	Yes	□ No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	∑ Yes	☐ No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	Y Yes	□No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Copy at Area
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	ĭ Yes	□ No	□ N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	🔀 Yes	□No	□ N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	🛚 Yes	□No	□ N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	🔀 Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

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30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	□ No	N/A ⊠	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division. Field Support Section?	ĭ∑ Yes	□No	□ N/A	Remarks:
Questilons 32 linough 38 paliain to hallifus agus nuairlei	清 。	indirepoil	ing for se	nylices proxilded.
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□No	□ N/A	Remarks:
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP,	Yes	□ No	□ N/A	Remarks:
MAZEEP, extraordinary protective services, and special projects) within 5 days?				
34. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	∑ Yes	☐ No	□ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	🛚 Yes	□ No	□ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	Yes Yes	□ No	□ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	🛚 Yes	□No	□ N/A	Remarks:
l@uestloms39 (Imough32 pentain to extraordinary protectiv special projects	ersenvices	and mepo	mon over	ime nouis ior leimbulsable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	ĭ No	□ N/A	Remarks: Goes to Division
40. Is a reimbursable special project code obtained on every contractual service?	⅓ Yes	☐ No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	X Yes	□No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☑ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	X Yes	□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	Yes Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	☑ Yes	□No	□ N/A	Remarks: By Division
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	X Yes	□No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

47	7. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊮ Yes	□ No	□ N/A	Remarks:
48	3. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	Yes	□No	⊠ N/A	Remarks: Unknown
49	. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50	. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	🔀 Yes	□No	□ N/A	Remarks:
51.	. Are all payments made directly to FMS?	Y Yes	☐ No	□ N/A	Remarks:
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	∑ Yes	□No	□ N/A	Remarks:

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Fort Tejon	Division: Central	Number:
Area		
Evaluated by:		Date:
D. Brooks		May 18, 2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspe	ector's Signat	иге:	1			
☐ Division Level ☐ Comma	and Level			>	1		
	ry Self-Inspection	W	- Dre	eecl	16		
Follow-up Required:	w-Up Inspection	Command	er's signature	àn 1	LT	Date: 5-26-0	9
For applicable policies, refer to HPM 11							
Note: If a "No" or "N/A" box is checked, the		shall be ut	ilized for e.	xplanation			
 Prior to the performance of services contracting party informed of the rate services, departmental equipment us cancellation policy? 	es charged for sage, and	⊠ Yes	□No	□ N/A	Remarks:		
Does the billing rate include mileage expenses such as uniform or equipm	nent damage?	⊠ Yes	□No	□ N/A	Remarks:		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?			□No	□ N/A	Remarks:		
4. Is the billing code documented on the Services Billing Memorandum?		⊠ Yes	□No	□ N/A	Remarks:		
Is \$50 charged for each CHP uniform assigned to the detail if the cancellat less than 24 hours prior to the sched	ion notification is uled service?	⊠ Yes	□No	□ N/A	Remarks:		
6. Is a minimum payment of 4 hours over when employee(s) could not be notificancellation of their service(s)?		⊠ Yes	□No	□ N/A	Remarks:		
7. Is information regarding the procedur necessary right-of-way clearances or requirements, and other pertinent info available to inquiring parties?	permits, local	⊠ Yes	□ No	□ N/A	Remarks:	:	
8. Are written requests for specific service the appropriate command?	ces directed to	⊠ Yes	□No	□ N/A	Remarks:		
Are traffic control services less than \$ approved by Division?	⊠ Yes	□No	□ N/A	Remarks:	F.		
 Are traffic control services estimated to more approved by the Office of the Control 	ommissioner?	⊠ Yes	□No	□ N/A	Remarks:		
11. Are extraordinary protective services Assistant Commissioner, Field?	approved by the	⊠ Yes	□No	□ N/A	Remarks:		

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Questions 12 through 17 pertain to collecting advance de	eposits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□ No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?		☐ No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		☐ No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agr	eements.			
18. Is a CHP 466 maintained?	☐ Yes	⊠ No	□ N/A	Remarks:See exceptions document.
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	Yes	⊠ No	□ N/A	Remarks:See exceptions document,
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
Are sequential numbers not matching Billing Memorandums reconciled?		□No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

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Contract of the contract of th				
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Questions 32 through 38 pertain to training agreement p	rocedures	and report	ling for se	rvices provided.
32. Is a CHP 230 prepared by the contracting party when	ı		(1500) 601 (050)	
fees are collected on the day of the training session?		☐ No	□ N/A	Remarks:
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upor completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and	n Yes	□ No	□ N/A	Remarks:
special projects) within 5 days?				
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	□ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	Yes	□No	□ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□No	□ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	Yes	□ No	□ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	☐ Yes	□No	□ N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protecti special projects.	ve services	and repo	rt of over	time hours for reimbursable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	□ N/A	Remarks:
40. Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□ No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	☐ Yes	□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	☐ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	☐ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	□Yes	Пло	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

	47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	☐ Yes	□No	□ N/A	Remarks:
	48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	□ N/A	Remarks:
	49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	□ N/A	Remarks:
	50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	□ N/A	Remarks:
5	51. Are all payments made directly to FMS?	☐ Yes	□No	□ N/A	Remarks:
	52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Command:Fort Tejon Area	Division:Central	Chapter:8, Reimbursable Services
Inspected by:D. Brooks		Date:May 18, 2009

Page 1 of 2					
INSTRUCTIONS: This document shall chapter number of the inspection in the document shall be routed to and its due improvement, identified deficiencies, con	Chapter date. Ti	Inspection number. Ur his document shall be u	ider "Forward to:" ente tilized to document in	er the next level of command where the novative practices, suggestions for statew	== vide
TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expended on the inspection: 16		☑ Corrective Action Plan Included☐ Attachments Included	1
Follow-up Required:		rd to: Il Division ate: 6/30/09			
Chapter Inspection:	7.00 0911 100 0911				
Inspector's Comments Regard	ding Ir	novative Practice	es;		
None. Command Suggestions for Sta	atewid	e Improvement:	· · · · · · · · · · · · · · · · · · ·		
None.			anatio III.a.		
Inspector's Findings:					
tems 18 and 20: The Area has					
Commander's Response: ⊠ C	Concui	or Do Not Co	ncur (Do Not Conc	ur shall document basis for response	9)
nspector's Comments: Shall ac etc.)	ldress r	on concurrence by o	ommander (e.g., fir	ndings revised, findings unchanged,	

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command:Fort Tejon Area	Division:Central	Chapter:8, Reinbursable Services			
Inspected by:D. Brooks	L.,	Date:May 18, 2009			

Required Action	
Corrective Action Plan/Timeline	

Item #18 and 20: A CHP 466, Reimbursable Service Log has been established and a suspense item placed in the Area suspense folder to maintain and close out the log as required. A copy of the log will also be forwarded to Division as required. / Completed

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER SEGNATURE	5-26-09
	INSPECTOR'S SIGNATURE	5-19-09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number,	
Hanford	Central	2009-02	
Evaluated by:	1	Date:	
Doug Puder, ID	Doug Puder, ID 10045		
Assisted by:	Date:		
Frank Smith, II	05/12/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	1/	Lead Insp	pector's Signa	ture:			
☐ Division Level X	Command Level						
Office of Inspections	Voluntary Self-Inspection					×	
Follow-up Required: Yes No	Follow-Up Inspection BY:	Command	Date: 05/12/2009				
For applicable policies, refer to l							
Note: If a "No" or "N/A" box is chec	ked, the "Remarks" section	shall be u	tilized for e	explanation	in Charles	为,但是是2000年1月2日,	
Prior to the performance of contracting party informed contracting party informed contraction policy?	of the rates charged for ipment usage, and	X Yes	☐ No	□ N/A	Remarks: Verified by co Tachi Palace	ontracts signed by "The"	
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?			☐ No	□ N/A	Remarks: Includes mileage – No instances of damaged uniforms or equipment could be located.		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		☐ Yes	□No	X N/A	Remarks: Kings County is not an SSP Area – MOUs in place with allied law enforcement agencies to provide service to state agencies.		
Is the billing code document Services Billing Memorandu	m? *	☐ Yes	☐ No	X N/A	Remarks: Used only for located.	DGS billing. None	
 Is \$50 charged for each CHF assigned to the detail if the c less than 24 hours prior to th 	cancellation notification is le scheduled service?	X Yes	☐ No	□ N/A	Remarks:		
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?			☐ No	□ N/A	Remarks:		
 Is information regarding the p necessary right-of-way clears requirements, and other perti available to inquiring parties? 	ances or permits, local inent information made	X Yes	□ No	□ N/A	Remarks: As needed,		
8. Are written requests for spectified the appropriate command?	ific services directed to	X Yes	☐ No ª	□ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

X Yes	□No	│	Remarks;
r ☐ Yes	□No	X N/A	Remarks: None identified.
Yes	☐ No	X N/A	Remarks: None identified
posits.			
, X Yes	□No	□ N/A	Remarks:
X Yes	□No	│ □ N/A	Remarks:
Yes	X No	□ N/A	Remarks: A Purchase Order (P.O.) number is used in-lieu of advance payments
☐ Yes	□No	X N/A	Remarks: Advance payments are not collected
X Yes	□No	□ N/A	Remarks:
☐ Yes	X No	□ N/A	Remarks
ements.			
	1 15 (1 14) Equ	Tribing Nati	
X Yes	П No	□ N/A	Remarks:
X Yes	□ No	□ N/A	Remarks:
X Yes	☐ No	□ N/A	Remarks:
X Yes	☐ No	□ N/A	Remarks:
X-Yes	□No	□ N/A	Remarks:
X Yes	□No	□ N/A	Remarks
X Yes	□No	□ N/A	Remarks: Any required documents/permits are attached to the request prior to RSA contract.
X Yes	□No	□ N/A	Remarks: CHP 465
	Yes Yes X Yes Yes Yes Yes X Yes	Yes	Yes

INSPECTION PROGRAM

CHAPTER 8

27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	X N/A	Remarks: Has not occurred in Hanford Area
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?		□No	X N/A	Remarks: Has not occurred in Hanford Area.
29. Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	X No	□ N/A	Remarks: These are initially referred to Central Division.
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	□ No	X N/A	Remarks: None identified.
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	X Yes	☐ No	□ N/A	Remarks:
Questions 32 through 38 pertain to training agreement pro	cedures a	and report	ing for se	rvices provided.
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	☐ No	X N/A	Remarks: None identified.
33 Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□No	X N/A	Remarks: None identified.
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	X N/A	Remarks: None identified
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	Yes	□No	X N/A	Remarks. None identified
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	☐ No	X N/A	Remarks: None identified
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□ No	X N/A	Remarks: None identified
38. Are outstanding items being inspected and resolved?	☐ Yes	☐ No	X N/A	Remarks: None identified
Questions 39 through 52 pertain to extraordinary protective special projects.	services	and repoi	rt of overt	ime hours for reimbursable
39 Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	□No	X N/A	Remarks: None identified.
40. Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	X N/A	Remarks: None identified.

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

project(s) used to reconcile CHP 415 forms for each special project?	Yes	□ No	X N/A	Remarks: None identified.
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□No	X N/A	Remarks: None identified.
43. Are all corrections noted on the overtime report(s)?	Yes	□No	X N/A	Remarks: None identified.
44. Are overtime reports approved and dated by the commander after reconciling?	☐ Yes	□No	X N/A	Remarks: None identified.
45. Is the original overtime report(s) forwarded to FMS?	☐ Yes	□No	X N/A	Remarks: None identified
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	Yes	□No	X N/A	Remarks: None identified
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	Yes	□No	X N/A	Remarks. None identified.
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS-by the 30 th of the month?	Yes	□No	X N/A	Remarks: None identified
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	Yes	□ No	X N/A	Remarks: None identified.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	Yes	□No	X N/A	Remarks: None identified.
51. Are all payments made directly to FMS?	☐ Yes	☐ No	X N/A	Remarks: None identified.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	Yes	☐ No	X N/A	Remarks: None identified.

COMMAND INSPECTION PROGRAM

Command:	Division:	Chapter: 8 -			
Hanford Area	Central Division	Reimbursable Services			
Inspected by: Doug Puder, ID	10045	Date: 05/12/2009			

EXCEPTIONS DOCUMENT

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION	Corrective Action Plan Included				
☐ Division Level X Command Level	Appeal Included				
Executive Office Level	Attachments Included				
Follow-up Required: Forward to:	Commander's Signature:	Date:			
☐ Yes X No Due Date:	Don Trule	05/12/2009			
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Chapter Inspection:		Annual Control of the			
Born of Transaction to a supplied white the first of the second states	valorian kalendari wakazi kata kata kata kata kata kata kata kat	A Millian Charles			
Inspector's Comments Regarding Innovative Practice	·S:				
None identified.					
,					
2					
Command Suggestions for Statewide Improvement:					

The forms provided for this evaluation, as well as the instructions for completing these forms, are not adequate to ensure a uniform review of this subject has been conducted. As currently written, the instructions for completing this form allow for responses which are far too subjective to provide a meaningful evaluation of all commands.

The instructions for each item to be reviewed should be sufficiently expanded so as to make them specific, comprehensive and easy for the Inspector to understand. The instructions should list exactly which documents or processes need to be examined, they should list specifically what the Inspector should be looking for, and they should provide solid examples of what is appropriate and what isn't appropriate. The instructions should be written in sufficient detail so as to make the inspection forms "stand alone" documents. References to other publications (i.e., SAM manual, Government Code; Department policy, etc.,) may be provided to answer obscure questions that may arise. However, an Inspector should definitely not be required to reference these types of sources on a routine basis in order to complete the inspection forms.

Lancas and a star Time of		 		
Inspector's Findings:				
mopoeter or atamigo.				

Procedures are in compliance with Department policy.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2

Command: Hanford Area	Division: Central Division	Chapter: 8 – Reimbursable Services
Inspected by: Doug Puder, ID	Date: 05/12/2009	

Command	ar'c	Post	oonco.
Command	012	MES	Julise.

Concur with Inspector's findings.

Inspector's Comments:

N/A

Required Action

Corrective Action Plan/Timeline

N/A

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 3

Command:
Hanford Area
Division:
Central Division
Reimbursable
Services
Date:
Doug Puder, ID 10045
Division:
Chapter: 8 Reimbursable
Services
Date:
05/12/2009

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Appeal	Process: (Appe	als shall be filed	within five (5) busii	ness days of the co	ompleted chapte	r inspection).	U U
Comma	nder's Basis fo	r Appeal:	经有关的证据	Alto block the state	米 2分型用的效应用空间点	STATE OF STA	Herioteki (1864)
Comma	ilidel a Dasis 10	т Арреат.					
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Appeal R	eview/Decision	This shall be	the only level of ap	2020			
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Lead Inspector's Signature:	Date: 05/12/2009
Responding Commander's Signature (for appeal):	Date:

Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:		
Madera	Central	450		
Evaluated by:		Date:		
T. Shepard, Sgt		July 6, 2009		
Assisted by:		Date:		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Division Level Command Level Office of Inspections □ Voluntary Self-Inspection
 ■ Voluntary Self-Inspect an Follow-up Required: Commander's Signature: Date: ☐ Follow-Up Inspection Yes BY: __ 7/6/09 For applicable policies, refer to HPM 11.1, Chapter 6. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Prior to the performance of services, is the contracting party informed of the rates charged for Remarks: X Yes ☐ No □ N/A services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other expenses such as uniform or equipment damage? Remarks: ☐ Yes □ No ⊠ N/A 3. When a safety service is provided to another state agency, is the agency's five-digit billing code Remarks: Cozeep and Mazeep ☐ No □ N/A Cal-Trans projects obtained? 4. Is the billing code documented on the Reimbursable Services Billing Memorandum? Remarks: □ No X Yes N/A 5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is Remarks: ⊠ Yes □ No □ N/A less than 24 hours prior to the scheduled service? 6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the Remarks: ✓ Yes No □ N/A cancellation of their service(s)? 7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local Remarks: Bicycle races □ No □ N/A requirements, and other pertinent information made available to inquiring parties? 8. Are written requests for specific services directed to the appropriate command? Remarks: ⊠ Yes ☐ No □ N/A 9. Are traffic control services less than \$50,000 approved by Division? Remarks: Yes No ⊠ N/A 10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner? Remarks: Yes □ No N/A 11. Are extraordinary protective services approved by the

☐ Yes

□ No

N/A

Assistant Commissioner, Field?

INSPECTION PROGRAM

CHAPTER 8

Question	ns 12 through 17 pertain to collecting advance de	posits.			
	s a Reimbursable Services Agreement (RSA) log umber requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
р	s a CHP 465 form completed in accordance with olicy?	⊠ Yes	□No	□ N/A	Remarks:
CC	re advance payments collected from the contracting ompany prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	a CHP 251 prepared and mailed to the contracting ompany upon receipt of advance payments?	⊠ Yes	□ No	□ N/A	Remarks:
M	a CHP 467 prepared and submitted to the Fiscal anagement Section upon completion of the ontractual service(s)?	⊠Yes	□No	□ N/A	Remarks:
Cl	a copy of the CHP 465 attached to the weekly HP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:
是如果如此	s 18 through 31 pertain to the preparation of agre	ements.	4,7000 0.77		
18. Is	a CHP 466 maintained?	⊠ Yes	□ No	□ N/A	Remarks:
rei ye nu	o RSA numbers begin with the letter "R" to denote imbursable services, followed by two digit fiscal ar, three digit location code, and a sequential imber for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
ye wit	the CHP 466 closed out at the end of each fiscal ar with a new log implemented on July 1 beginning th the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
red	e all sequential numbers accounted for when conciling with the Billing Memorandum?	☐ Yes	□No	⊠ N/A	Remarks:
Me	e sequential numbers not matching Billing emorandums reconciled?	⊠Yes	□ No	□ N/A	Remarks:
	the original RSA signed and filed at Area?	⊠ Yes	□ No	□ N/A	Remarks:
arr has and	nes the command proceed with all RSA rangements, and if needed, ensure the requestor sobtained the necessary right-of-way, clearances, dipermits?	⊠ Yes	□No	□ N/A	Remarks:
agr	the indemnification clause included in the requested?	□Yes	□ No	⊠ N/A	Remarks:
apr Off	the inclusion of the indemnification clause proved by the Department of General Services, fice of Legal Services?	☐ Yes	□ No	⊠ N/A	Remarks:
CH	ne service is over \$50,000 per occasion, is a IP 78R prepared and submitted to Contract rvices Unit?	☐ Yes	□No	⊠ N/A	Remarks:
ord one or c	a copy of the resolution, order, motion, or linance of the local governing body obtained when e of the contracting parties is a county, city, district, other local public body?	☐ Yes	□No	⊠ N/A	Remarks:
	e dignitary protection services referred to the Office Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks:

Page

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

The state of the s				
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	□ No	⊠ N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐Yes	□No	⊠ N/A	Remarks:
Questions 32 through 38 pertain to training agreement pr	是此例是例如	and report	ing for se	rvices provided.
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks:
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	□Yes	□No	⊠ N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	Yes	□No	⊠ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□ No	⊠ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	Yes	□No	⊠ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□ No	⊠ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protection pecial projects.	ve services	s and repo	rt of over	time hours for reimbursable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks:
40. Is a reimbursable special project code obtained on every contractual service?	☐Yes	□ No	⊠ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

1	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
	. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
	. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks:
	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks:

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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ORREC	- 1	
Command:	Division:	Chapter:
Marinaga	Control	10

Command:	Division:	Chapter:
Mariposa	Central	8
Inspected by:	Date:	
Sergeant E. G	06/22/2009	

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection docume	on number. Under "Forw ent shall be utilized to do	vard to:" enter the nex cument innovative pra	
TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expended on the inspection: Six hours		☑ Corrective Action Plan Included☐ Attachments Included
Follow-up Required: ☑ Yes ☐ No		rd to: Division ate: 06/16/2009		
Chapter Inspection: Chapter Inspector's Comments Regar None. Command Suggestions for St A statewide training class at th Cost Recovery and Reimbursa	ding Ir	nnovative Practices le Improvement: sion level on the pr	S:	to fill out and process all DUI
Inspector's Findings:	*******			
assist with the DUI Cost Recov	very pr	ocess.		ction of the CHP 415 in order to
TOTALIST OF ROSPONOC. ES	001100	. or Do Not Gol	iour (Bo Not Cont	strail document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:		
Mariposa	Central	8		
Inspected by: Sergeant E. Greene, #11281		Date: 06/22/2009		

Required Action	
Corrective Action Plan/Timeline	
Corrective Action Plan/Timeline	

CHP 160, Roll-Call, Briefing Item, to inform all personnel to utilize the 'Notes' section of the CHP 415 to indicate the billable DUI time for all DUI related incidents that meet the criteria. Briefing Item placed into the briefing book on 06/23/2009.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 06/22/2009
	INSPECTOR'S SIGNATURE	DATE 06/22/2009
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Mariposa	Central	8
Inspected by:		Date:
Sergeant E. Greene, #11281		06/22/2009

Page

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Mariposa	Central	455 → ⇔9-⇔⇔
Evaluated by: Sergeant Ed	Date: 04/21/2009	
Assisted by:		Date:
OSS-1, Carried Smith, #A05258		04/21/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Insp	ector's Signat	ure:		
Division Level	□ Command Level	-	for.			
Office of Inspections	☐ Voluntary Self-Inspection	1.6	Year	m		
Follow-up Required: ☐ Yes ☐ No	Follow-Up Inspection BY: N/A	Commander's Signature (ACTIN (T COMMANDER) Date: 06/22/2009				
For applicable policies, refer						
Note: If a "No" or "N/A" box is o	necked, the "Remarks" section	shall be ut	ilized for e	xplanation		
services, departmental cancellation policy?	ned of the rates charged for equipment usage, and	⊠ Yes	□No	□ N/A	Remarks:	
Does the billing rate inc expenses such as unifor	rm or equipment damage?	⊠ Yes	☐ No	□ N/A	Remarks:	
agency, is the agency's obtained?	- monocolumnos — la colonia de	⊠ Yes	□ No	□ N/A	Remarks:	
Services Billing Memora		⊠ Yes	□No	□ N/A	Remarks:	
assigned to the detail if less than 24 hours prior	CHP uniformed employee the cancellation notification is to the scheduled service?	⊠ Yes	□ No	□ N/A	Remarks:	
when employee(s) could cancellation of their serv	rice(s)?	⊠ Yes	□ No	□ N/A	Remarks:	
necessary right-of-way of requirements, and other available to inquiring parts.		⊠ Yes	□No	□ N/A	Remarks:	
Are written requests for the appropriate comman	d?	⊠ Yes	□ No	□ N/A	Remarks:	
Are traffic control service approved by Division?	·	⊠ Yes	□No	□ N/A	Remarks:	7.00
more approved by the O	s estimated to be \$50,000 or flice of the Commissioner?	⊠ Yes	□ No	□ N/A	Remarks:	
11. Are extraordinary protect Assistant Commissioner	ive services approved by the Field?	⊠ Yes	□No	□ N/A	Remarks:	

INSPECTION PROGRAM

CHAPTER 8

Questions 12 through 17 pertain to collecting advance de	posits.			
12. Is a Reimbursable Services Agreement (RSA) log	T	randasasas avion	14 (14 (14 (14 (14 (14 (14 (14 (14 (14 (The state of the s
number requested from Division for every contract?	☐ Yes	☐ No	│	Remarks:
13. Is a CHP 465 form completed in accordance with policy?		□No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks;
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agre	ements.		K	
	ALL SECTION OF THE SE			
18. Is a CHP 466 maintained?	⊠ Yes	□ No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	☐ No	□ N/A	Remarks: Obtained from Division.
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?	⊠ Yes	□ No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks: Encroachment Permit,
25. Is the indemnification clause included in the agreement when requested?	⊠ Yes	☐ No	□ N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□ No	□ N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□ No	□ N/A	Remarks: Public Safety check off sheet.
29. Are dignitary protection services referred to the Office of Dignitary Protection?	M Yes			Remarks;

INSPECTION PROGRAM

CHAPTER 8

30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
31	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	ind reporti	ng for se	rvices provided.
	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	⊠ Yes	□No	□ N/A	Remarks:
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
Li tato mala	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□ No	□ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
Question	ons 39 through 52 pertain to extraordinary protectiv projects.	e services	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
- Carl	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
(Are overtime reports approved and dated by the commander after reconciling?	✓ Yes	☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	☐ No	□ N/A	Remarks:
46. I	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

47	A == = (1 007FFF)	1			
	. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□ No	□ N/A	Remarks: Forwarded by the 10 th of each month.
48	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Oakhurst	Division: Central	Number: 456
Evaluated by: Lt. S. Adams		Date: 6/22/2009
Assisted by: O. T. S. Tempesta		Date: 6/22/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

	Lead Inspi	ector's Signati	ıre:		
TYPE OF INSPECTION	1 2000 1110				
☐ Division Level x Command Level		620			
	1 As	adar	unte	-	
☐ Office of Inspections ☐ Voluntary Self-Inspection	1				
Follow-up Required:	Command	er's Signature	:		Date: 6/22/2009
☐ Yes x No BY:	2	adau	20- 15		0/22/2003
D1	· _ ~				
For applicable policies, refer to HPM 11.1, Chapter 6.					
Note: If a "No" or "N/A" box is checked, the "Remarks" section	n chall be u	tilized for e	vnlanation)	
Prior to the performance of services, is the	1 Stratt De u	lilized for ex	Apianation		
contracting party informed of the rates charged for	Yes	□No	x N/A	Remarks:	
services, departmental equipment usage, and	-	_			
cancellation policy?				L	
Does the billing rate include mileage and other			N NI/A	Remarks:	
expenses such as uniform or equipment damage?	Yes	☐ No	x N/A		
 When a safety service is provided to another state agency, is the agency's five-digit billing code 	│	П No	x N/A	Remarks:	
obtained?			X 1 37 X		
Is the billing code documented on the Reimbursable					
Services Billing Memorandum?	☐ Yes	☐ No	x N/A	Remarks:	
5. Is \$50 charged for each CHP uniformed employee	l			Remarks:	
assigned to the detail if the cancellation notification is	☐ Yes	☐ No	x N/A	T (Ollicanio)	
less than 24 hours prior to the scheduled service? 6. Is a minimum payment of 4 hours overtime charged					
when employee(s) could not be notified of the	∏Yes	□No	x N/A	Remarks:	
cancellation of their service(s)?					
7. Is information regarding the procedures to obtain				Damania	
necessary right-of-way clearances or permits, local	☐ Yes	☐ No	x N/A	Remarks:	
requirements, and other pertinent information made					
available to inquiring parties?					
8. Are written requests for specific services directed to the appropriate command?	Yes	□No	x N/A	Remarks:	
9. Are traffic control services less than \$50,000	1 100	1110	7. 1.477.		
approved by Division?	Yes	□No	x N/A	Remarks:	
10. Are traffic control services estimated to be \$50,000 or				Domorko	
more approved by the Office of the Commissioner?	Yes	☐ No	x N/A	Remarks:	
11. Are extraordinary protective services approved by the			V NI/A	Remarks:	
Assistant Commissioner, Field?	☐ Yes	☐ No	x N/A		

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance de	posits.	9		
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	Yes	□No	x N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	Yes	□No	x N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	☐Yes	□No	x N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	Yes	☐ No	x N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	☐ No	x N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	x N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agree	ements.			1/9
18. Is a CHP 466 maintained?	☐ Yes	□No	x N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□No	x N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	Yes	□No	x N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□No	x N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	x N/A	Remarks:
23. Is the original RSA signed and filed at Area?	Yes	□No	x N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	□No	x N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	☐Yes	□No	x N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	Yes	□No	x N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐Yes	□No	x N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	x N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	□Yes	□No	x N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

		141				
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	☐ No	x N/A	Remarks:		
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	x N/A	Remarks:		
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.						
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	☐ No	x N/A	Remarks:		
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	Yes	□No	x N/A	Remarks:		
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐Yes	□No	x N/A	Remarks:		
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	Yes	□No	x N/A	Remarks:		
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□No	x N/A	Remarks:		
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	x N/A	Remarks:		
38. Are outstanding items being inspected and resolved?	☐ Yes	☐ No	x N/A	Remarks:		
Questions 39 through 52 pertain to extraordinary protective special projects.	e service:	s and repo	rt of over	time hours for reimbursable		
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	x N/A	Remarks:		
40. Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	x N/A	Remarks:		
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	x Yes	□No	□ N/A	Remarks:		
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	x Yes	□No	□ N/A	Remarks:		
43. Are all corrections noted on the overtime report(s)?	x Yes	□No	□ N/A	Remarks:		
Are overtime reports approved and dated by the commander after reconciling?	x Yes	□No	□ N/A	Remarks:		
45. Is the original overtime report(s) forwarded to FMS?	x Yes	□No	□ N/A	Remarks:		
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	x Yes	□No	□ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	x Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	Yes	□No	□ N/A	Remarks: Unknown what Division process is.
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	x Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	Yes	□ No	x N/A	Remarks:
51. Are all payments made directly to FMS?	☐ Yes	☐ No	□ N/A	Remarks: Unknown – Payments do not come to Area
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	Yes	□No	x N/A	Remarks:

COMMAND INSPECTION PROGRAM FXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
OAILHURST	CENTRAL	8.
Inspected by:		Date:
S. ADAMS.	LT	6/22/09

Page 1 of 3				
INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection	on number. Under "Forw ent shall be utilized to doc	ard to:" enter the ne: :ument innovative pr	ill in the blanks as indicated. Enter the chapter xt level of command where the document actices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION Division Level x Command Le Executive Office Level	vel	Total hours expended inspection:	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: Yes x No Forward to: Division			(w	
Chapter Inspection:	dina Ir	anovative Practices		

Area keeps CHP 735 and related CHP A415s attached, and filed in a separate file by arrest date. They are not kept with the original arrest reports. Also, Area files related collision reports with arrest reports

(CHP 202s) for ease of retrieval and coordination.

Command Suggestions for Statewide Improvement:

Area must research "pending" cases for conviction. The time needed for monthly or weekly research is not always a good use of personnel time. Each case must be inquired of through court clerks, which is not always a good use of their limited time. If Areas could access court computers for read only case updates, the billing could be more efficiently processed.

Inspector's Findings:

Oakhurst Area had no Area generated reimburseable service contracts during the prior twelve month period. Area participates in statewide reimburseable programs utilizing overtime. Two days in July, 2008, Area participated in a COZEEP program. All task orders, A415s, and reporting to Division via the spreadsheet was done per policy and established procedures.

Area overtime is reconciled with MIS generated accounting reports. Corrections are done if needed and Commander signs all reports. Area suggested to IMD to have mileage related to special code reimburseable projects be added to the MIS generated reports. Upon utilizing the A415s this feature was not picked up. The Office Technican had to retrieve the A415s and add all special mileage to note by hand on the accounting reports. Area was advised by IMD a fix for this element of the reimburseable cost is in the works.

CHP 735s are in order. The Area processed approximately 62 CHP 735 forms within the previous 12 months (June 1, 2008 through June 1, 2009).

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: OAKHURST	Division:	Chapter:
Inspected by:		Date:
S. ADAMS	LV	6/22/03

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etc.)

No major discrepancies were noted. There is sometimes more than 10 days between results received and processing. This is due to delays in review, report completion, awaiting blood results, or researching conviction dates. This occurs in relatively few cases. Area strives for compliance and is aware of the policy.

Commander's Response: x Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

	¥
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchar	nged,

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
OPKHURST	CENTRAL	8
Inspected by:		Date:
S. ANAMS	18	6/22/09

Page 3 of 3

Required Action	
O was the Action Discotting	
Corrective Action Plan/Timeline	

No corrective action plan is necessary.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	1000	6/22/09
(See HPM 9.1, Chapter 8 for appeal procedures.) & adams co	
	INSPECTOR'S SIGNATURE	DATE
	A adams, ir	6/22/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee		ı
☐ Concur ☐ Do not concur		

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Merced Area	Division: Central	Number: 8
Evaluated by: G. R. Lamerso	n, Sergeant	Date: 06/23/2009
Assisted by		Date

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the branks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Insp	ector's Signal	ure:		
Division Level	○ Command Level		_ /	9		
	☐ Voluntary Self-Inspection	6	2 renting	—		
Follow-up Required: ☑ Yes ☐ No	Follow-Up Inspection	Command Mt.	er's Signature	1/27	FER	6/24/09
For applicable policies, refer to	o HPM 11.1, Chapter 6. 💪					,
Note: If a "No" or "N/A" box is che	ecked, the "Remarks" section	shall be u	tilized for e	xplanation	1.	
 Prior to the performance contracting party informed services, departmental ed cancellation policy? 	of services, is the dof the rates charged for	⊠ Yes	☐ No	□ N/A	Remarks	
Does the billing rate inclu expenses such as uniform	n or equipment damage?	⊠ Yes	□No	□ N/A	Remarks	
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		⊠ Yes	□ No	□ N/A	Remarks:	
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?		⊠ Yes	□No	□ N/A	Remarks	
Is \$50 charged for each C assigned to the detail if th less than 24 hours prior to	e cancellation notification is	⊠ Yes	□No	□ N/A	Remarks:	
Is a minimum payment of when employee(s) could r cancellation of their service	not be notified of the	⊠ Yes	□No	□ N/A	Remarks	
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?		⊠ Yes	☐ No	□ N/A	Remarks	
 Are written requests for sp the appropriate command 		⊠ Yes	□No	□ N/A	Remarks	
Are traffic control services approved by Division?		⊠ Yes	□No	□ N/A	Remarks:	
 Are traffic control services more approved by the Offi 	ce of the Commissioner?	Yes	□ No	⊠ N/A	Remarks:	
 Are extraordinary protective Assistant Commissioner, F 		☐ Yes	□No	⊠ N/A	Remarks	

INSPECTION PROGRAM

CHAPTER 8

_					
uest	tions 12 through 17 pertain to collecting advance de	posits.			
12	Is a Reimbursable Services Agreement (RSA) log	1			
	number requested from Division for every contract?	⊠ Yes	□ No	□ N/A	Remarks
13	. Is a CHP 465 form completed in accordance with	- 550	1	1	
	policy?		□ No	□ N/A	Remarks:
14	. Are advance payments collected from the contracting				
	company prior to the start of the service?	Yes	□ No	□ N/A	Remarks
15	. Is a CHP 251 prepared and mailed to the contracting				_
	company upon receipt of advance payments?		□ No	□ N/A	Remarks
16	Is a CHP 467 prepared and submitted to the Fiscal				
	Management Section upon completion of the		□ No	□ N/A	Remarks:
	contractual service(s)?			1	
17	Is a copy of the CHP 465 attached to the weekly			THE STATE OF	D dial
	CHP 230, and if applicable, a CHP 169?	Yes	☐ No	□ N/A	Remarks
₃sti	ons 18 through 31 pertain to the preparation of agre	ements.			
8.	Is a CHP 466 maintained?				
			☐ No	□ N/A	Remarks
19.	Do RSA numbers begin with the letter "R" to denote				
	reimbursable services, followed by two digit fiscal		☐ No	□ N/A	Remarks:
	year, three digit location code, and a sequential				
_	number for each agreement?				
0.	Is the CHP 466 closed out at the end of each fiscal				
	year with a new log implemented on July 1 beginning		☐ No	□ N/A	Remarks
_	with the sequential number 001?				
1.	Are all sequential numbers accounted for when			17==2	Domados Cos Espectors Don mont
_	reconciling with the Billing Memorandum?	Yes	⊠ No	□ N/A	Remarks: See Exceptions Document
2.	Are sequential numbers not matching Billing				Florencius Cou Functions De succesi
_	Memorandums reconciled?	☐ Yes	⊠ No	□ N/A	Remarks See Exceptions Document
3.	Is the original RSA signed and filed at Area?		weeks a		Remarks
		⊠ Yes	☐ No	□ N/A	Remarks
	Does the command proceed with all RSA	_	_	_	Domarka
	arrangements, and if needed, ensure the requestor		☐ No	□ N/A	Remarks
	has obtained the necessary right-of-way, clearances,				
_	and permits?				
	Is the indemnification clause included in the				Remarks
	agreement when requested?	✓ Yes	☐ No	□ N/A	Remarks
	Is the inclusion of the indemnification clause		_		Remarks
	approved by the Department of General Services,		☐ No	□ N/A	Venigiva
	Office of Legal Services?				
	If the service is over \$50,000 per occasion, is a				Remarks:
	CHP 78R prepared and submitted to Contract	Yes ✓	☐ No	□ N/A	Nemarks.
_	Services Unit?				
	s a copy of the resolution, order, motion, or				Remarks:
	ordinance of the local governing body obtained when	⊠ Yes	☐ No	□ N/A	nomano.
	one of the contracting parties is a county, city, district,				
	or other local public body?				
	Are dignitary protection services referred to the Office				Remarks
	of Dignitary Protection?	Yes ∣	□ No :	□ N/A	Nomarka

INSPECTION PROGRAM

CHAPTER 8

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	☐ No	□ N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□ No	□ N/A	Remarks
Questions 32 through 38 pertain to training agreement p	rocedures	and report	ing for se	ervices provided.
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?		□No	⊠ N/A	Remarks. Training not provided
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upor completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?		□No	□ N/A	Remarks
34. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks.
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	Yes	⊠ No	□ N/A	Remarks See Exceptions Document
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	Yes	⊠ No	□ N/A	Remarks: See Exceptions Document
38. Are outstanding items being inspected and resolved?	Yes	⊠ No	□ N/A	Remarks: See Exceptions Document
Questions 39 through 52 pertain to extraordinary protecti special projects.	ve services	s and repo	nt of over	time hours for reimbursable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	□ No	⊠ N/A	Remarks: Services Not Provided
40. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□ No	□ N/A	Remarks
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks
43. Are all corrections noted on the overtime report(s)?	Yes	□ No	□ N/A	Remarks
44. Are overtime reports approved and dated by the commander after reconciling?		☐ No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	☐ No	□ N/A	Remarks: OSSI Forwards
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?		□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

47.	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks
48	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks.
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks.
51.	Are all payments made directly to FMS?	⊠Yes	□No	□ N/A	Remarks: OSSI Forwards to FMS.
	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command Merced Area	Division: Central	Chapter 8
Inspected by		Date
G. R. Lamerso	n, Sergeant	June 19 2009

Page 1 of 3

INSTRUCTIONS: This document shall number of the inspection in the Chapte shall be routed to and its due date. Trimprovement, identified deficiencies, c	er Inspect iis docum	ion riumber - Under "Forwa ent shall be utilized to docu	rd to!" enter the ne: iment innovative pr	ill in the blanks as indicated. Enter the chapte xt level of corninand where the document actices, suggestions for statewide a used if additional space is required
TYPE OF INSPECTION ☐ Division Level ☐ Command ☐ Executive Office Level	Level	Total hours expended inspection: 2 Hours	on the	Corrective Action Plan Included Attachments Included
Follow-up Required:		rd to: Central Divison ate: June 30, 2009		
counter receipts with the reim	rding Ir being u bursab	nnovative Practices: utilized by Merced A le services packets.	rea include the	e inclusion of copied checks and the ease of auditing the program.
Command Suggestions for S All documents related to reimbauditing. The filing system sh system.	oursabl	e services should be		centralized file for ease of old log preceding the entire filing
Inspector's Findings: Overall, the Reimbursable Ser	vicos C	trogram is being and	eratad officiant	hu and within the nations and
Overail, the Reithbursable 361	VICES L	rugiani is being ope	rated emolent	ry and within the policies and

The Inspector noted there was some confusion between the Area program coordinator as it related to duties and responsibilities when filing reimbursable services contracts. The Area program coordinator believed it was the responsibility of Division to forward to FMS the completed reimbursable services packet; however, the Area clerical supervisor had been forwarding these documents to FMS with a copy to Division. This confusion created room for error by failing to log information on the CHP 466, including Close out Dates, Dates reimbursable services packets were sent to FMS, and required reconciliation.

guidelines established; however, there is room for improvement.

The Inspector noted the filing system was organized by manner of "Name" of the reimbursable contract entity. The reimbursable services control log was only available on-line.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command	Division:	Chapter
Merced Area	Central	8
G. R. Lamerson	n, Sergeant	Date: June 19, 2009

Commander's Response: ☑ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command	Division	Chapter
Merced Area	Central	8
Inspected by		Date
G. R. Lamerson	n. Sergeant	June 19, 2009

#		1 4
Required Action = Yes		
Si - C	S-A0 4	
Corrective Action Plan/Timeline		

The Merced Area command level inspection of Reimbursable Services includes the following corrective action plan.

Inspection Question #21, 22 & 37

The reimbursable services coordinator believed the responsibility for reconciling Billing Memorandums were vested by the Division coordinator. The Area coordinator is aware this is actually his responsibility and will take immediate steps to correct this oversight.

Inspection Question #35

Area currently maintains a CHP 466; however, the log was missing information required by policy. The Area Reimbursable Services Coordinator is aware of the importance in documenting these dates and immediate correction will follow. Correction to included coordination with Area's OSSI regarding dates the reimbursable packets are forwarded to FMS.

Inspection Question #38

The reimbursable services coordinator believed the responsibility for inspecting and resolving any outstanding items was vested by the Division coordinator. The Area coordinator is aware this is actually his responsibility and will take immediate steps to correct this oversight.

Filing System

As a matter of filing, the inspector suggested to the reimbursable services coordinator an alternate method of filing which would ensure the ease of auditing and avail an untrained employee the ability to research documents if/when needed. The alternate method included filing by log number and including the reimbursable services control log at the front of the filing system.

The Area reimbursable services coordinator agreed in principle to this idea of logging and within 30 days will modify his current filing system to the filing system suggested by the inspector.

	COMMANDER'S SIGNATURE	DATE
Employee would like to discuss this report with the reviewer.	Hersell C	6/24/09
ISee HPM 9.1. Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	DATE
	1. R. June	6-23-09
Reviewer discussed this report with employee	REVIEWSR'S SIGNATURE	DATE
☐ Concur ☐ Do not concur		

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Los Banos	Division: Central	Number: 8		
Evaluated by: M. Hagerman, Sergeant		Date: 7/8/2009		
Assisted by: T. Melden, Officer		Date: 7/8/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

-								
TYI	PE OF INSPECTION		Lead Inst	ector's Sign	iture:			
	Division Level	⊠ Command Level		Mist				
☐ Office of Inspections ☐ Voluntary Self-Inspection								
	Follow-up Required:	☐ Follow-Up Inspection	Command	Commander's Signature: Date: 7/9/2009				
	☐ Yes No	BY:	N		· .		7/8/03	
For applicable policies, refer to HPM 11.1, Chapter 6.							2	
No	te: If a /No or ≂N/A (boxiis ch	ecked the "Remarks" section	i shall be u	tilized for e	xplanatio	10年10年前18月1日	and expedience of the se	
	 Prior to the performance contracting party informe services, departmental e cancellation policy? 	d of the rates charged for	⊠ Yes	□ No	□ N/A	Remarks:		
	2. Does the billing rate inclu	de mileage and other						
	expenses such as uniform			☐ No	□ N/A	Remarks:		
	3. When a safety service is agency, is the agency's fi obtained?	ve-digit billing code	⊠ Yes	□ No	□ N/A	Remarks:		
Is the billing code documented on the Reimbursable Services Billing Memorandum?			⊠ Yes	□No	□ N/A	Remarks:		
	5. Is \$50 charged for each 0		12,100					
	less than 24 hours prior to		⊠ Yes	□ No	□ N/A	Remarks:		
(Is a minimum payment of when employee(s) could a cancellation of their service 	not be notified of the	⊠ Yes	□ No	□ N/A	Remarks:		
	7. Is information regarding the necessary right-of-way clear requirements, and other pavailable to inquiring partie	e procedures to obtain earances or permits, local ertinent information made es?	⊠ Yes	□No	□ N/A	Remarks:		
8	 Are written requests for sp the appropriate command 		⊠ Yes	□No	□ N/A	Remarks:		
9	Are traffic control services approved by Division?	less than \$50,000	⊠ Yes	□No	□ N/A	Remarks:		
1	 Are traffic control services more approved by the Offi 		☐ Yes	□No	⊠ N/A	Remarks:	1	
1	 Are extraordinary protective Assistant Commissioner, F 	e services approved by the	☐ Yes	□No	⊠ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8

squestions (Kitigotgi il recensiona collection avance) c	eprestaria			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠Yes	□ No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?		□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:
ក្តីព្រះស្រែក ខេត្ត ខេត្ត ខេត្ត ខេត្ត ខេ	cemeuls %			
18. Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□ No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	⊠ N/A	Remarks:
23. Is the original RSA signed and filed at Area?	⊠ Yes	□ No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□ No	□ N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□ No	□ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

00 4 0110 040 5 0110 040 4				
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	-	□ N/A	Į.
*FigSilons-2eth chine-risplantick famore arrestment in	gredures	and tepor	inglogs	rivices elevicide en acestral
32. Is a CHP 230 prepared by the contracting party wher fees are collected on the day of the training session?		□No	⊠ N/A	Remarks:Training not provided.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upor completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□ No	□ N/A	Remarks:Negative reports not sent.
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	⊠ Yes	□ No	□ N/A	Remarks:
Questions 30 (inguich 52 de raintice extraordinary p rofesto special ordinas sero secolo 1860 — estado de 1860 —	e service.	anti-victor	n of over	imenovis (op elmbrissbis)
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐Yes	☐ No	⊠ N/A	Remarks:Services not provided.
40. Is a reimbursable special project code obtained on every contractual service?	⊠Yes	□No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:OSS-I forwards.
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	ΠNo	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

	7. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?		□No	□ N/A	Remarks:
4	8. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
	9. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks:
	. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: OSS-I forwards to FMS.
52	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

		-			
EXC	EPTI	ONS	DOCL	JMENT	

Command:	Division:	Chapter:
Los Banos	Central	8
Area		
Inspected by:M. Hag	erman, Sergeant	Date:07/08/2009

Page 1 of 3				W.	2.40
INSTRUCTIONS: This document shall number of the inspection in the Chapte shall be routed to and its due date. The improvement, identified deficiencies, compared to the compar	er Inspect nis docum	ion number. Under "Forvent shall be utilized to do	vard to:" enter the ne cument innovative pr	xt level of command whe actices, suggestions for	re the document statewide
TYPE OF INSPECTION		Total hours expende inspection:	d on the	☐ Corrective Action	n Plan Included
☐ Division Level ☐ Command☐ Executive Office Level	Level	2 Hours		Attachments Incl	uded
Follow-up Required:	Forwa	rd to:Central Division			
☐ Yes	Due D	ate: June 30, 2009			
Chapter Inspection					
Inspector's Comments Rega	rdina Ir	novative Practices		2000	
program. Command Suggestions for S					
All documents related to reimbauditing. The filing system sha system. In addition, a more tir deadquarters would greatly as	ould be nely re	in sequential orde	r with the contro y overtime/reco	ol log preceding th nciliation reports fr	e entire filing
Inspector's Findings:					
Overall, the Reimbursable Ser Juidelines established.	vices P	rogram is being op	erated efficient	ly and within the p	olicies and
The inspector noted the filing sontract entity and sequential ovailable on-line.					
Commander's Response: 🛛 🤇	Concur	or □ Do Not Cond	cur (Do Not Concu	ır shall document basi	s for response)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 3

Command: Los Banos Area	Division: Central	Chapter: 8
Inspected by:M. Hag	jerman, Sergeant	Date:07/08/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Los Banos Area	Division: Central	Chapter:
Inspected by:M. Hag	german, Sergeant	Date:07/08/2009

: Required Adrign (255)	
Corrective Action Plan/Timeline	

N/A

Employee would like to discuss this report with the reviewer.	7.61/4	DATE 7/8/09
(See HPM 9.1, Chapter 8 for appeal procedure	INSPECTOR'S SIGNATURE	DATE 7-8-09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE



Page

1 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Chowchilla River I. F.	Division:Central	Number:
Evaluated by: P. E. Speers,	Sgt. 9724	Date: 06/17/09
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspec	ctor's Signatu	e:		
Division Level	☑ Command Level					
Office of Inspections	Commander's Signature: O.R. Wywere 6/22/09					
Follow-up Required:	☐ Follow-Up Inspection	Commander's Signature: ACTING Date:				
	BY:	<i>Q</i> .	R. Wy	wer	-	6/22/09
For applicable policies, refer to HPM 11.1, Chapter 6.						
Note: If a "No" or "N/A" box is che	ecked, the "Remarks" section	shall be ut	llized for ex	planation	. 化电子电路	
Prior to the performance contracting party informed services, departmental ed	of services, is the do not be a do not be determined for determined for the rates charged for	☐ Yes	□No	⊠ N/A	Remarks:	
cancellation policy? 2. Does the billing rate inclu	de mileage and other					
expenses such as uniform	n or equipment damage?	☐ Yes	☐ No	⊠ N/A	Remarks:	
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained? Output Description of the state agency is the agency is five-digit billing code.		Yes	□No	⊠ N/A	Remarks:	
	ented on the Reimbursable dum?	☐ Yes	☐ No	⊠ N/A	Remarks:	
5. Is \$50 charged for each C	CHP uniformed employee le cancellation notification is	⊠ Yes	□No	□ N/A	Remarks:	
6. Is a minimum payment of when employee(s) could cancellation of their service	4 hours overtime charged not be notified of the	⊠ Yes	□No	□ N/A	Remarks:	ii
7. Is information regarding the necessary right-of-way cleans.	ne procedures to obtain earances or permits, local pertinent information made	☐ Yes	□ No	⊠ N/A	Remarks:	
Are written requests for s the appropriate command	pecific services directed to	☐ Yes	□No	⊠ N/A	Remarks:	
Are traffic control services approved by Division?	s less than \$50,000	☐ Yes	□No	⊠ N/A	Remarks:	
10. Are traffic control services	s estimated to be \$50,000 or ice of the Commissioner?	Yes	□No	⊠ N/A	Remarks:	
11. Are extraordinary protecti	ve services approved by the	Yes	-□No -	⊠ N/A	Remarks:	

INSPECTION PROGRAM

CHAPTER 8

Quest	ions 12 through 17 pertain to collecting advance dep	osits.			
12	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	☐ No	⊠ N/A	Remarks:
	. Is a CHP 465 form completed in accordance with policy?	☐ Yes	☐ No	⊠ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	□No	⊠ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐ Yes	□No	⊠ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	□No	⊠ N/A	Remarks:
17.	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	⊠ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.		X gg (
18.	Is a CHP 466 maintained?	Yes	☐ No	⊠ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	☐ No	⊠ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□No	⊠ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	Yes	□No	⊠ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	☐ No	⊠ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	☐ Yes	□ No	⊠ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	☐ No	⊠ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	☐ Yes	□No	⊠ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	Yes	☐ No	⊠ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks:
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks:
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	Yes	-□ No	⊠ N/A	Remarks:

INSPECTION PROGRAM

30	. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks:
	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks:
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□No	⊠ N/A	Remarks:
33	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□ No	⊠ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	☐ No	⊠ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□ No	⊠ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks:
	Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks:
Questi	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time nours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks:
	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	☐ No	⊠ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	☐ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?		☐ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
.46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

47.	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	. No	□ N/A	Remarks:
48.	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks:
51.	Are all payments made directly to FMS?	Yes	□No	⊠ N/A	Remarks:
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Chowchilla River I. F.	Division: Central	Chapter: 8
Inspected by;P. E. S	Date: 06/17/09	

Page 1 of 2

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, cor	Inspecti docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the nex cument innovative pra	actices, suggestions for statewide
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection:		☐ Corrective Action Plan Included☐ Attachments Included
Follow-up Required:	Forwa			
Chapter Inspection: Comman Inspector's Comments Regar Command Suggestions for St	ding l	nnovative Practice	s: None	
commercial vehicles and ensi-	urina d	compliance with an	propriate State	ed with conducting inspections of regulations. The Chowchilla ntracts due to the nature of the
	Conci	ur or □ Do Not Co	ncur (Do Not Cond	cur shall document basis for response)

Inspector's Comments: The Chowchillla River Inspection Facility is occasionally tasked with providing officers for COZEEP/MAZEEP details. This only occurs when one of the adjacent Areas is given a COZEEP/MAZEEP order and is unable to provide officers for the detail. That Area, generally Madera or Merced, then requests the Facility's assistance. It is under those circumstances that the Facility's officers become eligible for the attendant overtime and/or short notice cancellation. Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Chowchilla River I. F.	Division: Central	Chapter: 8
Inspected by:P. E.	Speers Sgt 9724	Date: 06/17/09

Required Action None	West of the
O the Astinu Dieu Time I'm News	
Corrective Action Plan/Timeline None	

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE ACTENG D. R. Wignesce	DATE 6/22/09
	INSPECTOR'S SIGNATURE	6-22-99
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
Concur Do not concur		

this type of service:

1 of 4

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Modesto 465	Division: Central	Number:		
Evaluated by: C. R. Mahnke, Jr.		Date: 06/26/2009		
Assisted by: N/A		Date:		

with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up nspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: YPE OF INSPECTION □ Command Level Division Level ☐ Office of Inspections ☐ Voluntary Self-Inspection Commander's Signature Date: Follow-up Required: ☐ Follow-Up Inspection No. Yes 06.29.09 For applicable policies, refer to HPM 11.1, Chapter 6. lote: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation 1. Prior to the performance of services, is the Remarks: contracting party informed of the rates charged for X Yes No □ N/A services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other Remarks: □ N/A X Yes No expenses such as uniform or equipment damage? 3. When a safety service is provided to another state Remarks: Area has no history with agency, is the agency's five-digit billing code ✓ Yes ☐ No ⊠ N/A this type of service. obtained? 4. Is the billing code documented on the Reimbursable Remarks: Area has no history with Yes Services Billing Memorandum? □ No this type of service 5. Is \$50 charged for each CHP uniformed employee Remarks: assigned to the detail if the cancellation notification is X Yes □ No □ N/A less than 24 hours prior to the scheduled service? 6. Is a minimum payment of 4 hours overtime charged Remarks: when employee(s) could not be notified of the ☐ No □ N/A cancellation of their service(s)? 7. Is information regarding the procedures to obtain Remarks: necessary right-of-way clearances or permits, local ✓ Yes ☐ No □ N/A requirements, and other pertinent information made available to inquiring parties? 8. Are written requests for specific services directed to Remarks: □ N/A the appropriate command? X Yes No 9. Are traffic control services less than \$50,000 Remarks: approved by Division? Yes □ No □ N/A 10. Are traffic control services estimated to be \$50,000 or Remarks: Area has no history with more approved by the Office of the Commissioner? ☐ Yes TNO N/A this type of service 11. Are extraordinary protective services approved by the Remarks: Area has no history with Assistant Commissioner, Field? No ⊠ N/A ☐ Yes

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies

INSPECTION PROGRAM

Questions 12 through 17 pertain to collecting advance de	posits.			
12. Is a Reimbursable Services Agreement (RSA) log				
number requested from Division for every contract?		☐ No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with	N	C No	□ N/A	Remarks:
policy?	⊠ Yes	□ No	□ N/A	Taland Charles
14. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting				
company upon receipt of advance payments?		☐ No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal				Remarks:
Management Section upon completion of the		☐ No	☐ N/A	Remarks.
contractual service(s)?	-			
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Tuestions (12 through 11 persing to the preparation of agri-	ements			
Questions 18 through 31 pertain to the preparation of agre			, Tax	
18. Is a CHP 466 maintained?		1 3==5	i i	Remarks:
		□ No	□ N/A	Remarks.
19. Do RSA numbers begin with the letter "R" to denote	N V · ·	- DNa	ET AL/A	Remarks:
reimbursable services, followed by two digit fiscal	⊠ Yes	□ No	□ N/A	
year, three digit location code, and a sequential number for each agreement?	1			
20. Is the CHP 466 closed out at the end of each fiscal	-			La com a por a company
year with a new log implemented on July 1 beginning	⊠ Yes	☐ No	□ N/A	Remarks:
with the sequential number 001?	THE THEFT OF STREET	- HARRIST	132.02103	
21. Are all sequential numbers accounted for when	*1	B		Remarks:
reconciling with the Billing Memorandum?		☐ No	□ N/A	Remarks.
22. Are sequential numbers not matching Billing	53.4		- N//	Remarks:
Memorandums reconciled?		☐ No	□ N/A	
23. Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24. Does the command proceed with all RSA				
arrangements, and if needed, ensure the requestor	⊠ Yes	☐ No	□ N/A	Remarks:
has obtained the necessary right-of-way, clearances,				
and permits?				
25. Is the indemnification clause included in the			N/A	Remarks: Area has no history with
agreement when requested?	☐ Yes	☐ No	⊠ N/A	this type of request.
26. Is the inclusion of the indemnification clause	_	-		Remarks: Area has no history with
approved by the Department of General Services,	☐ Yes	☐ No	⊠ N/A	this type of request.
Office of Legal Services?				
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract	☐ Yes	□No	⊠ N/A	Remarks: Area has no history with
Services Unit?	□ 1es		M IN/A	this type of service
28. Is a copy of the resolution, order, motion, or				West Market State Control of the Con
ordinance of the local governing body obtained when	⊠ Yes	☐ No	□ N/A	Remarks:
one of the contracting parties is a county, city, district,				
or other local public body?	1		ĺ	

INSPECTION PROGRAM

CHAPTER 8

29. Are dignitary protection services referred to the Office of Dignitary Protection?	e	□ No	⊠ N/A	Remarks: : Area has no history with this type of service
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: Area has no history with this type of service
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□ No	⊠ N/A	Remarks: Area has no history with this type of service:
Questions 32 through 38 pertain to training agreement pr	ocedures;	andirepor	ting for s	envices provided,
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?		□ No	⊠ N/A	Remarks: Area has no history with this type of service:
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?		□ No	□ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□ No	□ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	⊠ Yes	□ No	□ N/A	Remarks:
uestions 39 through 52 pertain to extraordinary protective	eservices	andirepo	mofover	time hours for reimbursable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	□No	⊠ N/A	Remarks: Area has no history with this type of service:
40. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□ No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Ves	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

46. Is a copy of the overtime report forwarded to Divisio by the 10 th of the month (except COZEEP/MAZEEP	n)? ⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks:
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: Area has no history with this type of service:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter: 8 Command
Modesto 465	Central	Reimbursable Services
Inspected by: C. R. Mahnke,	Jr.	Date: 06/26/2009

Page 1 of 2

INSTRUCTIONS: This document shall I number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	Inspecti s docum	on number. Under "Forvent shall be utilized to do	vard to:" enter the ne: cument innovative pr	
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expende inspection: 4	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:		rd to: il Division ate: 06/30/2009	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Chapter Inspection: Chapter Inspector's Comments Regard No innovative practices were in Command Suggestions for St. No Statewide improvements were	ding In dentifie atewid	novative Practices ed. e Improvement:		
Inspector's Findings: Nodesto Area is in compliance liscrepancies or exceptions we			egarding reimbu	ursable services. No
Commander's Response:	Concur	or □ Do Not Cond	cur (Do Not Concu	ır shall document basis for response)

nspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, stc.)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter: 8 Command
Modesto 465	Central	Reimbursable Services
Inspected by: C. R. Mahnke,	Jr.	Date: 06/26/2009

Required Action
Corrective Action Plan/Timeline

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 04.29.09
	INSPECTOR'S SIGNATURE	6/26/2009
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division	Number
Visalia	Central	480
Evaluated by:		Date:
Sergeant J.	R. Alaniz	6-10-09
Assisted by:		Date:
Ē4		

□ No □ N/A Remarks:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answe with policy, applicable legal statues, or deficiencies noted in the insp. Additionally, such discrepancies and/or deficiencies shall be docume command. Furthermore, the memorandum shall include any follow-Inspection, the "Follow-up Inspection" box shall be marked and only	ections shal ented on an up and/or co	l be comme Exceptions l rrective acti	nted on via Document a on(s) taken	the "Remark and addresse If this form	ks" section, ed to the next level of	
TYPE OF INSPECTION	Lead Inspe	ector's Signat	ure:			
☐ Division Level	1	1	10			
E Division Level	1/L	/ /	H	· ·		
Office of Inspections	1 del	- 4	Le	× /		
Follow-up Required:	Command	er's Signature			Date:	
☐ Yes ☐ No BY:	1 /	to ket I	2/2.		6-16-09	
	1	miny (mw_		J	
For applicable policies, refer to HPM 11.1, Chapter 6.						
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be u	ilized for e	xplanation		· 學學學學	
 Prior to the performance of services, is the contracting party informed of the rates charged for 	⊠ Yes	☐ No	□ N/A	Remarks:		
services, departmental equipment usage, and	△ res	□ NO	L IN/A			
cancellation policy?						
Does the billing rate include mileage and other	571			Remarks:		
expenses such as uniform or equipment damage? 3. When a safety service is provided to another state		□ No	□ N/A	Nemarks.		
 When a safety service is provided to another state agency, is the agency's five-digit billing code 	⊠ Yes	☐ No	□ N/A	Remarks:		
obtained?	23 100		1,4,23			
4. Is the billing code documented on the Reimbursable				Remarks:		
Services Billing Memorandum?		☐ No	□ N/A	Nemans.		
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is	· 🛭 Yes	☐ No	□ N/A	Remarks:		
less than 24 hours prior to the scheduled service?	23 100					
6. Is a minimum payment of 4 hours overtime charged		2-2000	Harmer Attorna	Remarks:		
when employee(s) could not be notified of the	⊠ Yes	☐ No	□ N/A	Remarks.		
cancellation of their service(s)?7. Is information regarding the procedures to obtain	-				· · · · · · · · · · · · · · · · · · ·	
necessary right-of-way clearances or permits, local	⊠ Yes	☐ No	□ N/A	Remarks:		
requirements, and other pertinent information made		11072	ATTENDED			
available to inquiring parties?					Caramar Secretaria	
8. Are written requests for specific services directed to the appropriate command?	⊠ Yes	□No	□ N/A	Remarks:		
9. Are traffic control services less than \$50,000	K7 103	140	LINIT		7911	
approved by Division?		☐ No	·□ N/A	Remarks:		
10. Are traffic control services estimated to be \$50,000 or	57.	т		Remarks:		
more approved by the Office of the Commissioner? 11 Are extraordinary protective services approved by the	⊠ Yes	□ No	□ N/A	(Additional)		
The the extraordinary protective services approved by the	7,000-00			1-10-110-110-110-110-110-110-110-110-11		

Assistant Commissioner, Field?

INSPECTION PROGRAM

Questions 12 through 17 pertain to collecting advance d	eposits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?		□No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	│ ⊠ Yes	□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	∑ Yes	□No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of ag	reements.			
18. Is a CHP 466 maintained?	⊠ Yes	☐ No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	☐ No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	☐ No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?		☐ No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	Yes	☐ No	⊠ N/A	Remarks: Indemnification clause has not been requested.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Contracts reviewed did not contain indemnification clause.
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?		□No	□ N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?				Remarks: Does not apply to Area

Page 3 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in	⊠ Yes	□ No	□ N/A	Remarks:
	effect?		1500 200		
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□ No	□ N/A	Remarks:
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	and reporti	ng for se	rvices provided.
32.	. Is a CHP 230 prepared by the contracting party when				Remarks: Does not apply to Area
	fees are collected on the day of the training session?	Yes	☐ No	⊠ N/A	Remarks. Does not apply to Area.
33,	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and	⊠ Yes	□ No	□ N/A	Remarks:
	special projects) within 5 days?				
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks:
35	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
38	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 39 through 52 pertain to extraordinary protectiv	e services	and repo	rt of over	time hours for reimbursable
	I projects.			3.45/04/	
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Area,
40.	Is a reimbursable special project code obtained on every contractual service?		□ No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks;
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	П No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?		□No	□N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	Yes	□ No	⊠ N/A	Remarks: Does not apply to Area.
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Area.
51. Are all payments made directly to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Area.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	☐ No	□ N/A	Remarks:

FIBLA YEAR

2008-2009

	100 (1104: 0 00) 01					2008-2009			
AREA	SEQ.#	SPECIAL PROJECT #		SERVICE TYPE	DATE(S) OF SERVICE	DATE BILLING MEMO ISSUED	DATE BILLING MEMO TO ACCTG.	CLOSED	
480	R08-480-0023	50	The Informant, LLC	Traffic Contro!	08/13/2008	108/18/2008	108/18/2008		
480	R08-480-0074	507	Fresno Office of Appeal/EPO	Security Standb	09/15/2008	09/16/2008	09/18/2008		
480	R08-480-0101	63	Cutler Orosi Vision Committee- Veteran's	Traffic Control	11/08/2008	11/10/2008	11/10/2008		
480	R08-480-0113	63	Board for Professional Engineers/ DCA	Security Standb	10/24/08-10/25/ 2008		10/31/2009		
180	R08-480-0167	6.3	So. CA Edison Company - Linc Pull	Traffic Control	02/01/2009	02/10/2009			
180	R08-480-0175	63	Velo Promo Bicycle Race	Truffic Control	03/21/2.009	03/25/2009			
180	R08-480-0199	63	So. CA Edison Company - Line Pull	Traffic Control	03/22/2009	03/23/2009	03/30/2009		
180	K(08-48()-02()9	63	So. CA Edison Company - Line Pull	Traffic Control	03/29/2009	03/30/2009	03/30/2009		
180	R09~480-0232		Board for Professional Engineers/ DCA		04/24/2009-04/ 25/2009	04/28/2009	05/05/2009		
180	₹08-480-0248_	63	City of Visalia - COZEEP Project	Traffic Control	04/20/09 - 06/30/09				
			19.0						
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			Destroy Previous F	1	1		E.	_	

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

Command: Porterville	Division: Central	Number:	
Evaluated by: Sergeant Russel Co	ox	Date: 06/16/2009	
Assisted by:N/A		Date: N/A	

with policy, applic Additionally, such command. Furth	able legal statues discrepancies an ermore, the memo	litems with "Yes" or "No" answers , or deficiencies noted in the inspe d/or deficiencies shall be documer orandum shall include any follow-u on" box shall be marked and only d	ctions shall nted on an E p and/or cor	be commer Exceptions D rrective actio	nted on via t Document a on(s) taken.	he "Remarks nd addressed If this form i	s" section. If to the next level of
11-200 (1-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0			Lead Inspe	ector's Signati	ure:		
TYPE OF INSPECTION							27
Division Leve	el	○ Command Level					
Office of Insp	pections	☐ Voluntary Self-Inspection		nt Russe		13010	
Follow-up Required: Yes No BY:			Commande	er's Signature		zgr	Date: 7/6/2009
		to HPM 11.1, Chapter 6.	U				
		necked, the "Remarks" section	shall be ut	ilized for e	xplanation	1	CANAL WEST
contract services	ing party inform	of services, is the ed of the rates charged for equipment usage, and	⊠ Yes	□ No	□ N/A	Remarks:	
2. Does the				□ No	□ N/A	Remarks:	
3. When a	 When a safety service is provided to another state agency, is the agency's five-digit billing code 			□ No	□ N/A	Remarks:	
	ling code docun Billing Memora	nented on the Reimbursable ndum?	⊠ Yes	☐ No	□ N/A	Remarks:	
5. Is \$50 cl assigned	narged for each	CHP uniformed employee he cancellation notification is to the scheduled service?	⊠ Yes	□ No	□ N/A	Remarks:	
6. Is a mini when en	mum payment o	of 4 hours overtime charged not be notified of the	⊠ Yes	□ No	□ N/A	Remarks:	
7. Is inform necessa requirem	ation regarding ry right-of-way o	the procedures to obtain learances or permits, local pertinent information made	⊠ Yes	□No	□ N/A	Remarks:	
8. Are writt		specific services directed to	⊠ Yes	□No	□ N/A	Remarks:	
9. Are traff		es less than \$50,000	⊠ Yes	□No	□ N/A	Remarks;	
10. Are traff	c control service	es estimated to be \$50,000 or ffice of the Commissioner?	☐ Yes	□ No	⊠ N/A	Remarks: H	ave not had any
11. Are extra		tive services approved by the	☐ Yes	□ No	⊠ N/A	Remarks: H	ave not had any

Assistant Commissioner, Field?

INSPECTION PROGRAM

Quest	ions 12 through 17 pertain to collecting advance de	osits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		□ No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	Yes	□ No	⊠ N/A	Remarks: Division
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□No	⊠ N/A	Remarks: Division
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□ No	⊠ N/A	Remarks: Division
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□ No	⊠ N/A	Remarks: Division
	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	☐ No	⊠ N/A	Remarks: Division
23.	Is the original RSA signed and filed at Area?	⊠ Yes	□ No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠Yes	□ No	□N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	Yes	□ No	⊠ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	Yes	□ No	⊠ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	□ No	⊠ N/A	Remarks:
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks:
29.	Are dignitary protection services referred to the Office of Dignitary Protection?		☐ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks: Not applicable to Area
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd report	ing for se	rvices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	⊠ No	□ N/A	Remarks: Have not had any of these
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□ No	⊠ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	⊠ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□ No	□ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks:
	Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks: We have none
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	ort of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: Have not had any
	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□ No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
	Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?		□No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?		□No	□ N/A	Remarks;
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	⊠ N/A	Remarks: Division
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Have not had any
51. Are all payments made directly to FMS?	☐ Yes	□No	⊠ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page	1	of	2
		-	

Command:	Division:	Chapter:
Porterville	Central	8
Area	Division	
Inspected by:Serger	ant Russel Cox	Date:06/25/2009

	er Inspecti his docume	on number. Under "Forw ent shall be utilized to do	vard to:" enter the ne cument innovative pr	fill in the blanks as indicated. Enter the chapter ext level of command where the document ractices, suggestions for statewide e used if additional space is required.		
TYPE OF INSPECTION		Total hours expende	d on the	Corrective Action Plan Included		
☐ Division Level ☐ Comman	d Level	inspection:				
Executive Office Level	Executive Office Level			Attachments Included		
Follow-up Required:	Follow-up Required: Forwa			y 2		
☐ Yes	Due D	ate:				
Chapter Inspection:						
Inspector's Comments Reg	arding Ir	novative Practices	S.'			
	21.1					
Command Suggestions for	Statewic	le Improvement:				
Inspector's Findings:	11 1					
 #4 The responsibil description. 		·	will be added to	o the appropriate individual's job		
HPM 11.1, Chapter 20	, 4 (c) 2	. The officers or th	ne accident revi	for time recording as required per ew officer has been highlighting e training on this at the area		
Chapter 8 - Command Re	imbursa	ble Services				
 Identified responses an Division. 	 Identified responses are either not applicable to the Command or are the responsibility of Division. 					
Commander's Response:	Concu	r or □ Do Not Con	cur (Do Not Cond	cur shall document basis for response)		
Inspector's Comments: Shall	address	non concurrence by c	ommander (e.g., f	indings revised, findings unchanged,		

etc.)

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

⊃age 2 of 2

Command:	Division:	Chapter:
Porterville	Central	8
Area	Division	
Inspected by:Serger	ant Russel Cox	Date:06/25/2009

Required Action	
Corrective Action Plan/Timeline	

The above referenced items have been corrected with briefing items and with additions to required job descriptions.

	//		
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE	
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	AS Awearinga-	7-6-2009	
Oce Tir Mo. 1, onapier o loi appear procedures,	INSPECTOR'S SIGNATURE	DATE	
	Sergeant Russel Cox, #13010	6/26/2009	
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE	
☐ Concur ☐ Do not concur			

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Coalinga	Central	
Evaluated by:		Date:
Sergeant Va	nder Mel	07/08/09
Assisted by:	Date:	
Officer Paroli	07/08/09	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

	TYPE OF INSPECTION			Lead Insp	ector's Signa	ture:			
	☐ Division Level	⊠ Co	ommand Level		1,1/1				
	Office of Inspections	☐ Vo	luntary Self-Inspection	June Vindelle					
Follow-up Required: ☐ Follow-Up Inspection ☐ Yes ☐ No BY:					der's Signatur	e:	1, 1, 1, 1	Date: 7/8/08	
	For applicable policies, re	efer to HPN	M 11.1, Chapter 6.	-	0		-517	1 / 1	
	Note: If a "No" or "N/A" box	is checked	, the "Remarks" section	shall be u	tilized for e	xplanation	nie ze sta	ing of the state o	
	 Prior to the perform contracting party inf services, departmer cancellation policy? 	ormed of th	e rates charged for ent usage, and	⊠ Yes	☐ No	□ N/A	Remarks:		
	Does the billing rate expenses such as u	niform or ec	quipment damage?	⊠ Yes	□No	□ N/A	Remarks:		
	When a safety servi agency, is the agend obtained?	cy's five-dig	it billing code	☐ Yes	☐ No	⊠ N/A	Remarks: N	lo such contracts in Area	
	Services Billing Men	4. Is the billing code documented on the Reimbursable Services Billing Memorandum?				□ N/A	Remarks: Ir	nstructed to leave blank	
	Is \$50 charged for e assigned to the deta less than 24 hours p	il if the cand	cellation notification is	Yes	□No	⊠ N/A	Remarks: N	o occurrences	
	 Is a minimum payme when employee(s) concellation of their sections. 	ould not be		Yes	□No	⊠ N/A	Remarks: N	o occurrences	
	 Is information regard necessary right-of-wa requirements, and ot available to inquiring 	ay clearanc her pertiner	es or permits, local	☐ Yes	⊠ No	□ N/A	Remarks: C	allrans performs this duty	
	8. Are written requests the appropriate comm		services directed to	⊠ Yes	☐ No	□ N/A	Remarks:		
	Are traffic control ser approved by Division	?		⊠Yes	□No	□ N/A	Remarks:		
	10. Are traffic control ser more approved by the			☐ Yes	□No	⊠ N/A	Remarks; No	o such contracts in Area	
	11. Are extraordinary pro Assistant Commission	tective serv		☐ Yes	П No	⊠ N/A	Remarks: No	such contracts in Area	

INSPECTION PROGRAM

Questions 12 through 17 pertain to collecting advance do	eposits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?		□No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	V Yes	□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16. Is,a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agr	eements.			
18. Is a CHP 466 maintained?	Yes	□No	⊠ N/A	Remarks: Not maintained in Area
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	Yes	□No	⊠ N/A	Remarks: Not maintained in Area
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□No	⊠ N/A	Remarks: Not maintained in Area
22. Are sequential numbers not matching Billing Memorandums reconciled?	Yes	□No	□ N/A	Remarks: Not maintained in Area
23. Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	☐ Yes	☐ No	⊠ N/A	Remarks: Never required
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Never required
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	□No	⊠ N/A	Remarks: No such contracts in Area
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	Yes	□No	⊠ N/A	Remarks: No such contracts in Area
29. Are dignitary protection services referred to the Office of Dignitary Protection?	□Yes	Пио	⊠ N/A	Remarks: No such contracts in Area

INSPECTION PROGRAM

CHAPTER 8

30. Are CHP 312 forms, CHP 313 forms, and CHP 467				
forms prepared when a statewide agreement is in effect?	Yes	i No	⊠ N/A	Remarks: No such contracts in Area
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes		⊠ N/A	
Questions 32 through 38 pertain to training agreement,	rocedures	and repor	ting for s	ervices provided.
32. Is a CHP 230 prepared by the contracting party whe fees are collected on the day of the training session		□No	⊠ N/A	Remarks:
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upo completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	n Yes	□No	⊠ N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	⊠ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent t FMS noted on the Reimbursable Services Control Log?	O Yes	□ No	⊠ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□No	⊠ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	e Yes	☐ No	⊠ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	Yes	□No	⊠ N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protections special projects.	ve service:	s and repo	nt of over	time hours for reimbursable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	□No	⊠ N/A	Remarks:
40. Is a reimbursable special project code obtained on every contractual service?	⊠Yes	□No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division				Remarks:

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STATE OF CALIFORNIA
- DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	⊠ N/A	Remarks: Area can't answer
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: No such contracts in Area
51. Are all payments made directly to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Area can't answer
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Fresno Area	Division: Central Divsion	Number: 435
Evaluated by: J. Baker, #144	10 Sgt.	Date: 06/23/2009
Assisted by:		Date:

Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Bulen, so □ Command Level ☐ Division Level ☐ Voluntary Self-Inspection Office of Inspections Commander's Signature Date: Follow-up Required: ☐ Follow-Up Inspection ☐ Yes BY: For applicable policies, refer to HPM 11.1, Chapter 6. infore the Unition Washows cheeked the Deemerks became allocative of relations about 1. Prior to the performance of services, is the Remarks: CHP 465 used. Party given contracting party informed of the rates charged for X Yes □ No □ N/A estimate per hour and miles. services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other Remarks: N/A X Yes No expenses such as uniform or equipment damage? When a safety service is provided to another state Remarks: X Yes No □ N/A agency, is the agency's five-digit billing code obtained? Is the billing code documented on the Reimbursable Remarks: No longer required 5/14/09 □ N/A X No ☐ Yes Services Billing Memorandum? 5. Is \$50 charged for each CHP uniformed employee Remarks: assigned to the detail if the cancellation notification is X Yes □ No □ N/A less than 24 hours prior to the scheduled service? Is a minimum payment of 4 hours overtime charged Remarks: X Yes No N/A when employee(s) could not be notified of the cancellation of their service(s)? Is information regarding the procedures to obtain Remarks: X Yes No. □ N/A necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties? 8. Are written requests for specific services directed to Remarks: N/A X Yes □ No the appropriate command? 9. Are traffic control services less than \$50,000 Remarks: "R" # obtained from Div. □ N/A X Yes No approved by Division? 10. Are traffic control services estimated to be \$50,000 or Remarks: N/A X Yes No more approved by the Office of the Commissioner? 11. Are extraordinary protective services approved by the Remarks: □ N/A Assistant Commissioner, Field? No

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies

with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section.

INSPECTION PROGRAM

12	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks: CHP 466 control log used.
13	3. Is a CHP 465 form completed in accordance with policy?		☐ No	□ N/A	Remarks:
14	. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks: Copy of payment and receipt.
15	. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16	. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17	. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:Transmittal record.
0)753					
18	. Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks: Control log used.
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□ No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks: Except CalTrans.
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause, approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks: Through Division.

INSPECTION PROGRAM

CHAPTER 8

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	☐ No	□ N/A	Remarks: With the exception of the CHP 467 per Pat Heintz.
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□Nọ	□ N/A	Remarks:
Concess.					T T T T T T T T T T T T T T T T T T T
	Is a CHP 230 prepared by the confracting party when fees are collected on the day of the training session?	⊠ Yes	□No	□ N/A	Remarks: Weekly
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks: to division / Pat Heintz
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
38.	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
57.					
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	⊠ Yes	□No	□ N/A	Remarks:
	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks: Monthly
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
	Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
45.	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

47	. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks: Recorded on reconciliation and copy sent to Pat Heintz.
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks:
51.	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: Weekly
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Fresno Area	Central	0	
Inspected by:		Date: 06/243/2009	
J. Baker, #144	10 Sgt.	06/243/2009	

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number of the inspection in the Chapter shall be routed to and its due date. This	Inspecti docume	Check appropriate boxes as necessary, or for number. Under "Forward to:" enter the neart shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	ractices, suggestions for statewide
TYPE OF INSPECTION ☐ Division Level ☐ Command L ☐ Executive Office Level	evel	Total hours expended on the inspection: 3 hours.	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa		
Chapten Inspection	ding Ir	nnovative Practices:	
None.)*	
Command Suggestions for St None.	atewio	le Improvement:	
Inspector's Findings:			
Area is following established p Matsumura is aware of policy a	olicy a and ma	nd procedures as outlined in HPN aintains records in a neat and ord	/I 11.1, chapter 6. Officer erly fashion.
Commander's Response: 🛛	Concu	r or 🗌 Do Not Concur (Do Not Con	cur shall document basis for response)
etc.)		non concurrence by commander (e.g., the same says as outlined in HPM 11.1, chap	
Area is tollowing policy and pro	ceaur	es as outlined in mrivi 11.1, chap	1 □(∪.

CHP 680A (Rev. 02-09) OPI 010

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: Fresno Area	Division: Central	Chapter:
Inspected by: J. Baker, #144	10 Sat.	Date: 06/243/2009

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: Precoved Account Valle				
	LA LE SUPPLE		D FEET AND	
Corrective Action Plan/Timeline				

None.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE
Cocc 177 West, Chapter one appearance	INSPECTOR'S RIGNATURE	6/23/09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE